

How to File a Notice of Appeal and Pay the Filing Fee Online

- STEP 1:** Begin at the Court's Web site for Electronic Case Filing, <http://ecf.mied.uscourts.gov/cgi-bin/login.pl>. Enter the attorney's **e-filing** login and password, leaving the client code blank.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

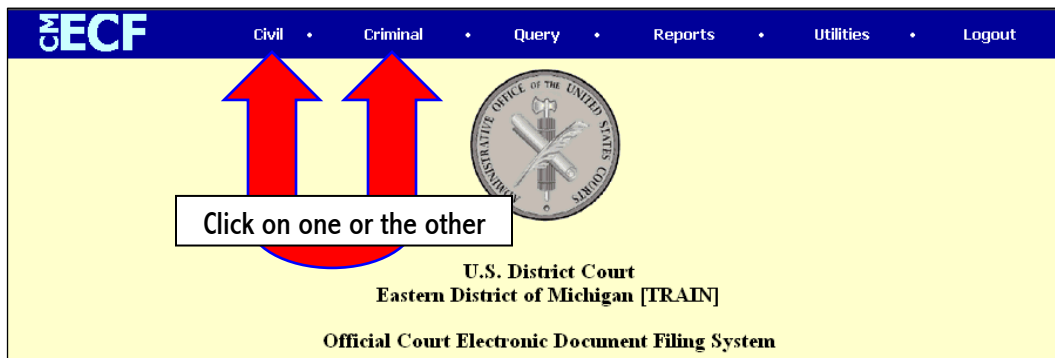
Authentication

Login:

Password:

client code:

- STEP 2:** Depending on the type of case, click on "Civil" or "Criminal" in the blue Main Menu Bar. (For this example, the Notice of Appeal will be filed in a civil case)

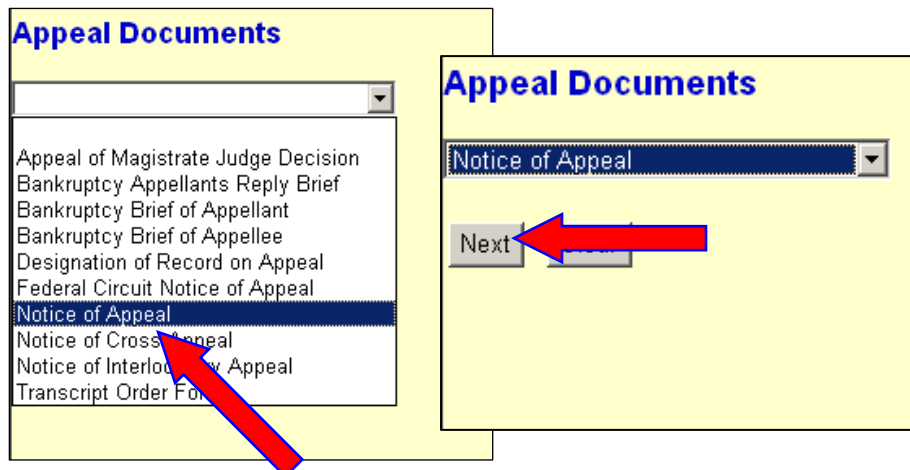


STEP 3: Click on the hyperlink [Appeal Documents](#), under the category **Other Filings**.



NOTE: Do not use Notices to file a Notice of Appeal. This event does not allow you to pay the filing fee and would be considered a significant filing error.

STEP 4: Open the drop-down menu, select "Notice of Appeal" and click [Next] to continue.



STEP 5: Enter the case number and click [Next] to continue.

Appeal Documents

Case Number

06-12345 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

STEP 6: Verify the case number, title, etc., by looking at the case information and click [Next] to continue.

Appeal Documents

2:06-cv-12345-RHC Doe CASE CLOSED on 02/09/2006

Next Clear

Verify case information before clicking [Next].

NOTE: A **CASE CLOSED** flag will appear next to the case information after a final judgment or closing order has been entered in the case. This does not prevent a Notice of Appeal from being filed. If the case is still open, the filing user should use the event Notice of Interlocutory Appeal.

STEP 7: Click [Browse] to retrieve the Notice of Appeal that you converted to PDF and saved in your computer.

Appeal Documents

2:06-cv-12345-RHC Doe CASE CLOSED on 02/09/2006

Select the **pdf** document (for example: C:\199cv501-21.pdf).

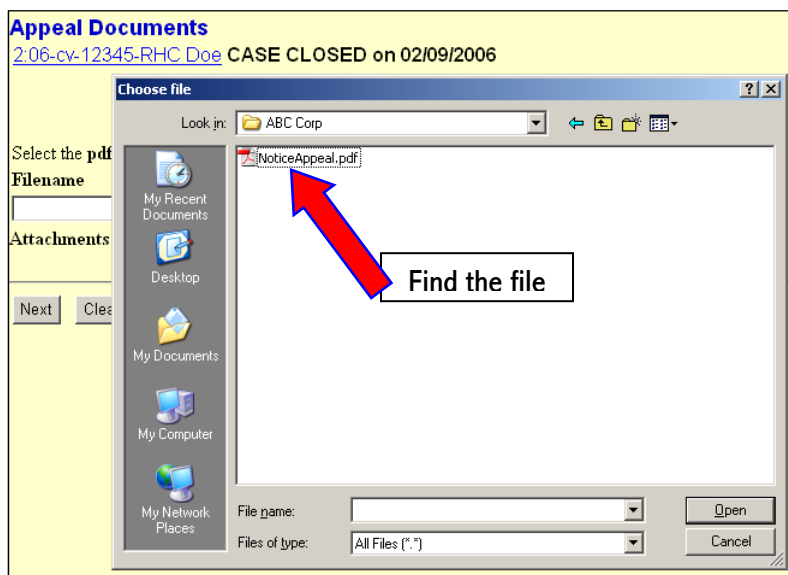
Filename

Filename Browse...

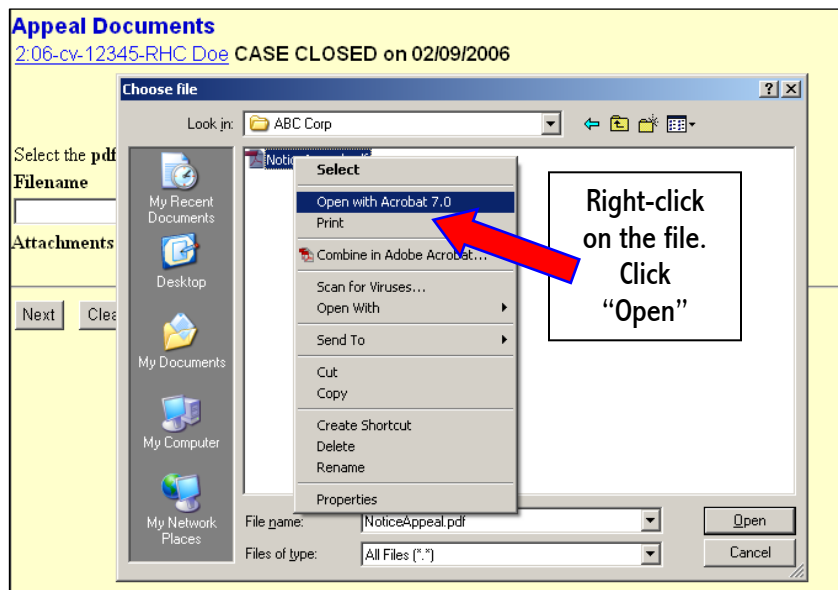
Attachments to Document: ☒ No ☐ Yes

Next Clear

STEP 8: A “Choose File” or “File Upload” box appears which will allow you to locate the folder where the Notice of Appeal is saved. Find the file.

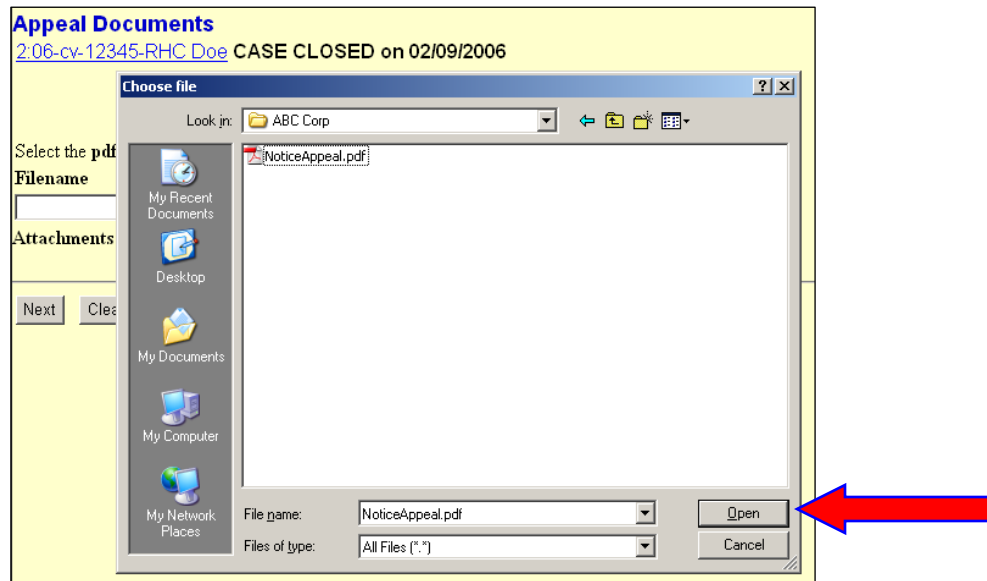


STEP 9: After finding the appropriate document, **right-click** on the file and click on “Open with Acrobat” to verify the document is complete and error free. The document will open in a separate window.

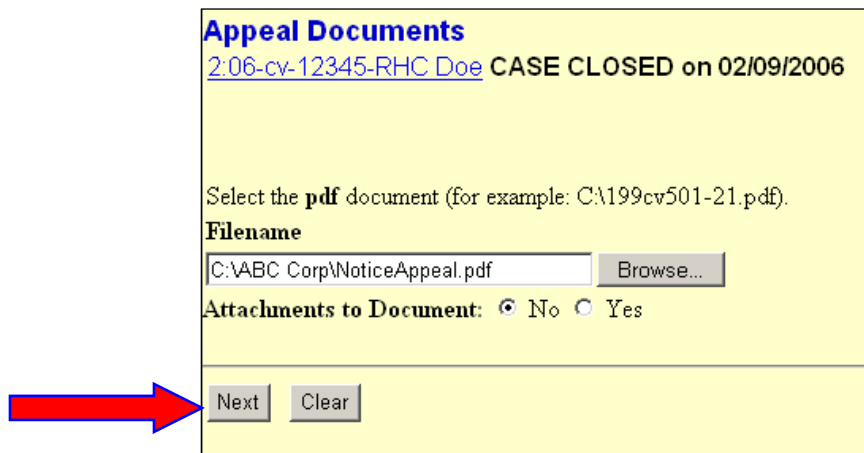


NOTE: This is the only opportunity to review the document before filing. Skipping this step may result in significant filing errors.

STEP 10: Once the document is thoroughly reviewed, close the document to return to the “Choose File” box. The filename will remain highlighted. Click the [Open] button to insert the file path into CM/ECF.



STEP 11: Click [Next] to continue.



NOTE: If there are attachments/exhibits, move the radio button from its default setting of “No” to “Yes.” For instructions on uploading attachments, see the ECF Filing User’s Manual, sections 4.4a and 4.4b.

STEP 12: Select the filer of the Notice of Appeal by clicking on the appropriate party name and click [Next].

Appeal Documents
[2:06-cv-12345-RHC Doe](#) CASE CLOSED on 02/09/2006

Select the filer.

Select the Party:

ABC Corporation [Defendant]
Doe, John [Plaintiff]

[Add/Create New Party](#)

Next Clear

NOTE: If more than one name should be selected, hold down the “Ctrl” key on the keyboard and use the mouse to highlight multiple names.

STEP 13: To list the order being appealed, put a check mark in the box to link the Notice of Appeal to the previously filed Judge’s order. Click [Next].

Appeal Documents
[2:06-cv-12345-RHC Doe](#) CASE CLOSED on 02/09/2006

Select order being appealed.

☒ Should the document you are filing link to another document in this case?

Filed to

Documents to

Next Clear

Optional data only.
It is acceptable to
leave boxes empty.

NOTE: To narrow the docket search for the order, it is optional to enter a filed date range or a document number range, but this is unnecessary.

STEP 14: The system will display all orders filed in the case. Put a check mark by the box of the appropriate order and click [Next] to continue.

Checkmark the order you are appealing

Appeal Documents
[2:06-cv-12345-RHC Doe](#) CASE CLOSED on 02/09/2006

the appropriate event(s) to which your event relates:

☒ 02/09/2006 [6](#) ORDER granting [3](#) Motion to Dismiss . Signed by Judge Robert H Cleland. (VLun,)

At this point, a filing fee is required* and you must determine whether it will be paid using a credit card online, or if the fee will be paid in the traditional manner at a later time. If the fee is required and is not paid at the time the Notice of Appeal is filed, the Court of Appeals will send a letter notifying you when the fee must be paid. If not timely paid, your appeal may be dismissed for lack of payment. If the fee is not paid online as part of this transaction, then it must be paid in the traditional manner. There is no future opportunity to pay the fee online after the Notice of Appeal has been electronically filed.

*If the attorney is a CJA Attorney, Federal Defender or Assistant U.S. Attorney, a filing fee is not required.

STEP 15: To pay the fee using a credit card, type “y” and click [Next] to continue.
Carefully read the instructions in red and blue. Make sure there are no errors before continuing with this e-filing transaction.

Appeal Documents
[2:06-cv-12345-RHC Doe](#) CASE CLOSED on 02/09/2006

The appeal filing fee of 455 may be paid online using a credit card. Please note that if a filing fee is **required**, failure to pay the fee may result in dismissal of your appeal.

WARNING: After payment of the filing fee, you MUST continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the case docket.

Are you paying the filing fee via credit card Y/N?

STEP 16: The filing fee amount that will be charged to the credit card is displayed.
Click [Next] to continue.

Appeal Documents
[2:06-cv-12345-RHC Doe](#) CASE CLOSED on 02/09/2006

Fee: \$455


The fee amount displayed here is an **example only**. Check the court's web site for the current appeal fee.

STEP 17: The system will access the credit card payment screens.

Appeal Documents
[2:06-cv-12345-RHC Doe](#) CASE CLOSED on 02/09/2006

Now loading the payment processing screen. This process might take a few seconds.

STEP 18: When the online payment screen is displayed, complete all boxes that have a red asterisk with information related to the **credit card account**. The name and address is automatically inserted by CM/ECF, but if that is incorrect, replace the name and address with the correct credit card holder's information.

Civil • Criminal • Query • Reports • Utilities

[Return to your originating application](#)

Online Payment

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: Chris Adams *

Payment Amount: \$455.00

Billing Address: 123 Main Street *





Billing Address 2:

City:

State / Province:

Zip / Postal Code: 48226

Country: United States *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment

Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

STEP 19: Once all of the information is completed, click [Continue with Plastic Card Payment].

ECF

Civil • Criminal • Query • Reports • Utilities

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: Chris Adams *

Payment Amount: \$455.00

Billing Address: 123 Main Street *





Billing Address 2:

City:

State / Province:

Zip / Postal Code: 48226


Country: United States *

Card Type: Visa *    

Card Number: 4111111111111111 * (Card number value should not contain spaces or dashes)

Expiration Date: 06 * / 2006 *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.



Continue with Plastic Card Payment

Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- STEP 20:** Review the information and click [Edit this information](#) if there are any mistakes.
- STEP 21:** Type in the e-mail address that confirmation of the transaction should be sent to, and then retype the address as indicated.
- STEP 22:** Be sure to check the box authorizing the credit card charge. Once completed, click [Submit Payment] to continue.

Online Payment [Return to your originating application](#) 1 | 2

Step 2: Authorize Payment

Payment Summary [Edit this information](#) **Step 20**

Address Information	Account Information	Payment Information
Account Holder Name: Chris Adams Billing Address: 123 Main Street Billing Address 2: City: State / Province: Zip / Postal Code: 48226 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 6 / 2006	Payment Amount: \$455.00 Transaction Date: 02/09/2006 15:16 and Time: EST

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: **Step 21**

Confirm Email Address:

Authorization and Disclosure

Required fields are indicated with a red asterisk *

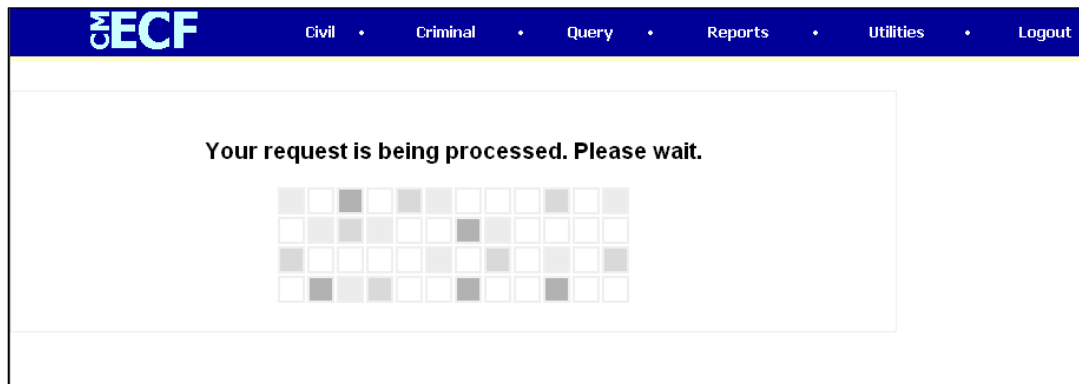
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ * **Step 22**

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

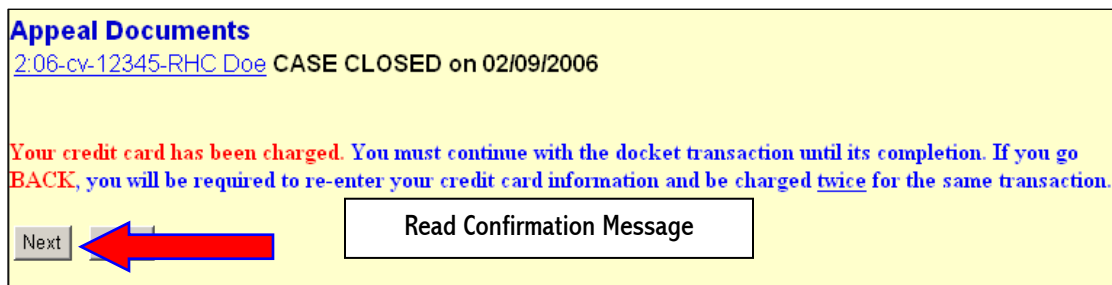
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

NOTE: The e-mail confirmation is sent from the e-mail address paygovadmin@mail.ga.twai.gov. Look for the payment confirmation in your inbox after completing the transaction.

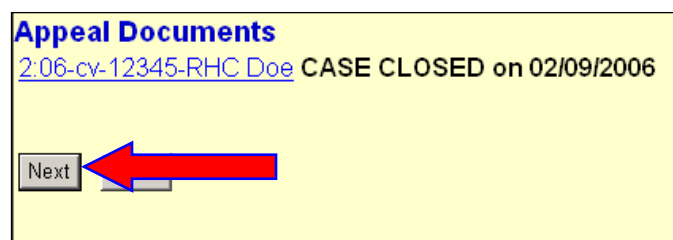
STEP 23: The payment may take a few seconds to process.



STEP 24: After completing the pay.gov portion of the filing, read the confirmation and click [Next] to continue.



STEP 25: When filing a Notice of Appeal, there is no opportunity to modify the docket text. Click [Next] to view the final docket text.

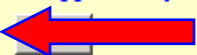


STEP 26: Review the final docket text before committing the transaction. Click [Next] to file the Notice of Appeal.

Docket Text: Final Text

NOTICE OF APPEAL by John Doe re [6] Order on Motion to Dismiss. Receipt No: 60036 - Fee \$ 455 - Fee Status: Fee Paid. (Adams, Chris)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.



STEP 27: Review the Notice of Electronic Filing and, if preferred, print for your records. A copy of the NEF is sent to all listed parties.

Notice of Electronic Filing

The following transaction was received from Adams, Chris W entered on 2/9/2006 at 3:16 PM EST and filed on 2/9/2006

Case Name: Doe

Case Number: [2:06-cv-12345](#)

Filer: John Doe

WARNING: CASE CLOSED on 02/09/2006

Document Number: [7](#)

Docket Text:
NOTICE OF APPEAL by John Doe re [6] Order on Motion to Dismiss. Receipt No: 60036 - Fee \$ 455 - Fee Status: Fee Paid. (Adams, Chris)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: n/a

Electronic document Stamp:
[STAMP dcecfStamp_ID=1047317467 [Date=2/9/2006] [FileNumber=140295-0]
[0a3849af6c8822d88591734d5e3626e23b3e7a9039ccf9d4cb112431d7ba2d7c9b5a2
ed359d77d11723e2591ec07005c67227c61a6be7c23b53caa55502aa02]]

2:06-cv-12345 Notice will be electronically mailed to:

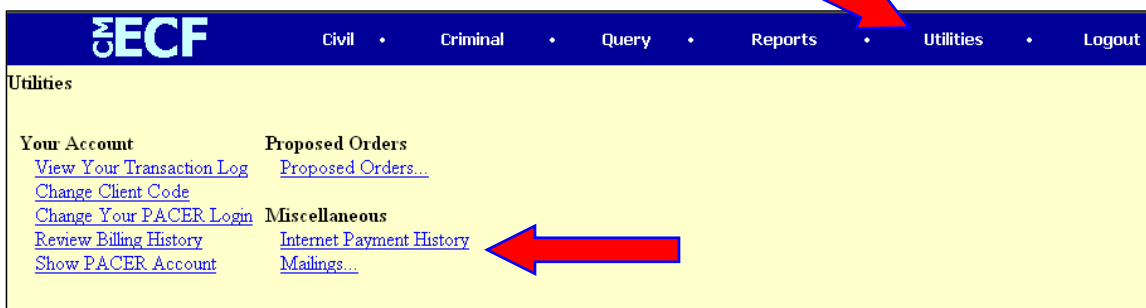
Chris W Adams Chris_Adams_cmecf@yahoo.com, Secretary_Chris_Adams@Yahoo.com

Morgan E Davis cmecf_attorney@yahoo.com, secretary_cmecfattorney@yahoo.com

2:06-cv-12345 Notice will be delivered by other means to:

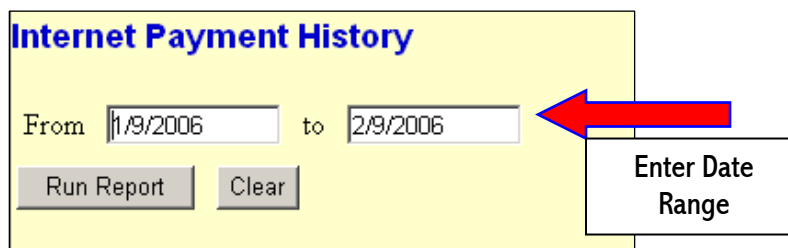
How to View a Credit Card Transaction Report in CM/ECF

STEP 28: Click "Utilities" on the Main Menu Bar and select [Internet Payment History](#).



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is a yellow 'Utilities' section. It contains two columns of links: 'Your Account' (View Your Transaction Log, Change Client Code, Change Your PACER Login, Review Billing History, Show PACER Account) and 'Proposed Orders' (Proposed Orders...). A third column labeled 'Miscellaneous' contains links for 'Internet Payment History' and 'Mailings...'. A red arrow points from the 'Utilities' link in the top bar to the 'Utilities' section. Another red arrow points from the 'Internet Payment History' link in the Miscellaneous section to the left.

STEP 29: Enter a date range in the text boxes.



The screenshot shows the 'Internet Payment History' form. It has a title 'Internet Payment History' in blue. Below the title are two text boxes for dates: 'From' with '1/9/2006' and 'to' with '2/9/2006'. Below these are two buttons: 'Run Report' and 'Clear'. A red arrow points from the date range to a white callout box with a black border that says 'Enter Date Range'.

STEP 30: The date, description of document and case number along with other information is listed. If the transaction is reported here, the transaction will be posted to the credit card account.

Internet Payment History for Adams, Chris W 1/9/2006 to 2/9/2006				
Date Paid	Description	Payment Method	Receipt #	Amount
2006-02-09 15:16:24	Notice of Appeal(2:06-cv-12345-RHC) [appeal ntcapp] (255.00)	credit card	60036	\$ 455 00

Frequently Asked Questions about Notices of Appeals

1. What events do I use to e-file Notices of Appeal and pay my filing fee online?

In criminal cases, click on Appeal Documents and choose between: Notice of Appeal and Notice of Appeal – Interlocutory. In civil cases, click on Appeal Documents and choose among: Notice of Appeal, Notice of Cross Appeal, Notice of Interlocutory Appeal, and Federal Circuit Notice of Appeal.

2. What happens if I e-file my appeal but choose not to pay the filing fee online?

The Court of Appeals will contact you and let you know by what date you must submit your filing fee. If the fee is not timely paid, your appeal may be dismissed.

3. I am a CJA Attorney / Federal Defender / Assistant U.S. Attorney and a fee is not required when I file a Notice of Appeal. How should this be reflected electronically?

When e-filing the Notice of Appeal, simply enter “N” when asked if you will be paying the filing fee online with a credit card. The Court of Appeals will process your appeal accordingly.

4. Can I e-file my appeal on a Monday and pay the filing fee online on a Tuesday?

To take advantage of the credit card features, the credit card transaction must take place when the appeal is e-filed. If the fee is not paid at the time, then the fee must be paid for in the traditional manner.

5. I paid the fee twice. What recourse do I have if I double pay a filing fee?

If you notice that you double paid on the same day of the filing, contact the court **before 4:00 PM EST**. The court may be able to void the second transaction after verifying a mistake has been made. Call 313-234-5042 to notify the ECF Attorney Help Desk.

If you later discover you’ve paid a fee twice, the transaction can **not** be voided. You will need to prepare and e-file a Motion for Refund of Fees Paid Electronically. Once an order is entered by a judge, the court is able to process the refund. The entire process may take up to six months.

6. I'm toward the end of my filing and I've submitted the credit card payment, but I realize that I've made a mistake e-filing the appeal. What should I do?

Do **not** complete the e-filing of the appeal. (You may want to call the help desk for instructions specific to your error.) You will probably have to start the e-filing over by clicking "Civil" or "Criminal" in the blue main menu bar. This means you **will** repay the filing fee. *Do not, under any circumstances, skip the payment step as you correctly file the appeal this time around.* Failure to repay the filing fee will result in your Notice of Appeal being processed by the Court of Appeals without any filing fee. After the entire e-filing is complete, immediately call the ECF Attorney Help Desk to report the double payment. The problem may be resolved quickly if the court is notified same day before 4:00 PM EST. **It is better to double pay a filing fee and seek a refund than to e-file an erroneous appeal.**